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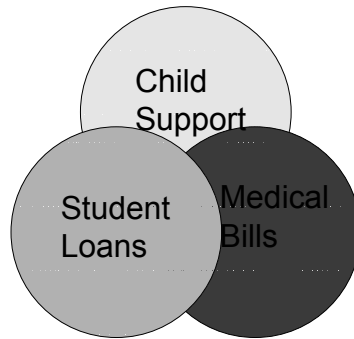
Chapter 10

Introduction to Garnishments

This chapter will give you an introduction to Garnishments. The AASIS Support Center is in the process of developing training for a Garnishment Lab. At that time, the complete process will be explained in greater detail.



Introduction to Garnishments



“Garnishments “ means any legal or equitable procedure through which earnings of an individual are required to be withheld for the payment of a debt. It refers to a court proceeding through which a creditor seeks to reach an employee’s earnings before they are paid to him/her so that they may be applied to the satisfaction of a claim against the employee.



Introduction to Garnishments



DEPARTMENT OF FINANCE & ADMINISTRATION

Office of Personnel Management

Establish/Change Garnishment Order

☐ New☐ Change

Employee Name (Last, First, Middle) Personnel Number

Garnishment Document

Effective Date (MM/DD/YYYY)

Case Number

Case Status

☐ Active☐ Pending☐ Inactive☐ Released☐ Rejected☐ Reactivated for Refund☐ Bankrupt

Date of Garnishment Receipt

Date of Garnishment Release

Garnishment Priority (Child Support is always 1)

Jurisdiction

Category

AASIS Vendor Number (if known)

Vendor (Payee) Address

Originator

☐ Attorney☐ Court☐ Marshall☐ Regulatory Agency☐ Sheriff

Originator Address

Remittance Frequency

Plaintiff Name

Garnishment Order

Category

☐ Alimony Arrears☐ Alimony☐ Child Support☐ Court Order☐ Support Arrears☐ Voluntary

Rule for calculating non-exempt amount

Judgement Balance/Initial Balance

Deduction

Deduction Method

Accrues Interest:

☐ Yes☐ No

Final Payout Including Interest:

AUTHORIZATION: I hereby certify that the above information is correct

Prepared by

Personnel Number

Date

MM/DD/YYYY

Comments:

R 6/28/0

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When court orders are received to garnish an employee's wages, it is recommended to fill out the Establish/Change Garnishment Order form. The only Agencies currently authorized to enter their own Garnishments are: Dept. of Human Services, Dept. of Corrections, Health Dept. and Dept. of Finance & Administration.

All other Agencies must send the **completed** form to OPM Payroll Systems. It is the responsibility of the Agency to ensure that the form is complete and accurate.



Introduction to Garnishments

 DEPARTMENT OF FINANCE & ADMINISTRATION
Office of Personnel Management
Establish/Change Garnishment Order

☐ New **1. Choose New or Change** ☐ Change

Employee Name (Last, First, Middle)		Personnel Number
<input type="text"/>		<input type="text"/>
Garnishment Document		
Effective Date (MM/DD/YY)	Case Number	Case Status
<input type="text"/>	<input type="text"/>	<input type="checkbox"/> Active <input type="checkbox"/> Pending <input type="checkbox"/> Inactive <input type="checkbox"/> Released <input type="checkbox"/> Rejected
		<input type="checkbox"/> Reactivated for Refund <input type="checkbox"/> Bankrupt
Date of Garnishment Receipt	Date of Garnishment Release	Garnishment Priority (Child Support is alw
<input type="text"/>	<input type="text"/>	<input type="checkbox"/> <input type="checkbox"/>
Jurisdiction	Category	
<input type="text"/>	<input type="checkbox"/> Child Support <input type="checkbox"/> Creditor <input type="checkbox"/> Federal Tax <input type="checkbox"/> State Tax <input type="checkbox"/> Volunta	
AASIS Vendor Number (if known)	Vendor (Payee) Address	
<input type="text"/>	<input type="text"/>	


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When filling out this form, you must indicate if this is a new garnishment or a changed garnishment. **Note:** You can view the Garnishment Document (Infotype 0194) and Garnishment Order (Infotype 0195) in transaction PA20 to verify if the case number of the garnishment is the same or different.



Introduction to Garnishments

 DEPARTMENT OF FINANCE & ADMINISTRATION
Office of Personnel Management
Establish/Change Garnishment Order

☐ New

3. Type personnel no.

Employee Name (Last, First, Middle) **2. Type Employee name** Personnel Number
Doe, John 111265

Garnishment Document

Effective Date (MM/DD/YY)	Case Number	Case Status
<input type="text"/>	<input type="text"/>	<input type="checkbox"/> Active <input type="checkbox"/> Pending <input type="checkbox"/> Inactive <input type="checkbox"/> Released <input type="checkbox"/> Rejected <input type="checkbox"/> Reactivated for Refund <input type="checkbox"/> Bankrupt
Date of Garnishment Receipt	Date of Garnishment Release	Garnishment Priority (Child Support is alw
<input type="text"/>	<input type="text"/>	<input type="checkbox"/> <input type="checkbox"/>
Jurisdiction	Category	
<input type="text"/>	<input type="checkbox"/> Child Support <input type="checkbox"/> Creditor <input type="checkbox"/> Federal Tax <input type="checkbox"/> State Tax <input type="checkbox"/> Volunta	
AASIS Vendor Number (if known)	Vendor (Payee) Address	
<input type="text"/>	<input type="text"/>	


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Fill out the employee's name and personnel number. If the personnel number is unknown, you can perform a search by employees name in AASIS by accessing transaction PA20 (Display Master Data).



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 DEPARTMENT OF FINANCE & ADMINISTRATION
Office of Personnel Management
Establish/Change Garnishment Order

☐ New ☐ Change

Employee Name (Last, First, Middle) Doe, John		Personnel Number 111265
5. Type Case No.		
Garnishment Document		
Effective Date (MM/DD/YY) 10/02/04	Case Number 01-11111	Case Status <input type="checkbox"/> Active <input type="checkbox"/> Pending <input type="checkbox"/> Inactive <input type="checkbox"/> Released <input type="checkbox"/> Rejected <input type="checkbox"/> Reactivated for Refund <input type="checkbox"/> Bankrupt
Date of Garnishment Receipt	Date of Garnishment Release	Garnishment Priority (Child Support is alw <input type="checkbox"/> <input type="checkbox"/>
4. Type Effective Date		
Jurisdiction	Category <input type="checkbox"/> Child Support <input type="checkbox"/> Creditor <input type="checkbox"/> Federal Tax <input type="checkbox"/> State Tax <input type="checkbox"/> Volunta	
AASIS Vendor Number (if known)	Vendor (Payee) Address	

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The effective date of the garnishment will be the day after the last received warrant date of the employee. This will always include Off-Cycle payments as well as Regular pay days. **Note: If the employee has no pay day, use the date after the last pay date for the scheduled payroll.**

The Case Number field should be filled out at all times. This information should be listed on your court documents. Please verify accuracy of numbers entered.



Introduction to Garnishments

		
DEPARTMENT OF FINANCE & ADMINISTRATION Office of Personnel Management Establish/Change Garnishment Order		
<input type="checkbox"/> New <input type="checkbox"/> Change		
Employee Name (Last, First, Middle) John		
6. Check the appropriate case status		
Garnishment Document		
Effective Date (MM/DD/YY) 04	Case Number 01-11111	Case Status <input checked="" type="checkbox"/> Active <input type="checkbox"/> Pending <input type="checkbox"/> Inactive <input type="checkbox"/> Released <input type="checkbox"/> Rejected <input type="checkbox"/> Reactivated for Refund <input type="checkbox"/> Bankrupt
Date of Garnishment Receipt	Date of Garnishment Release	Garnishment Priority (Child Support is always 1) <input type="checkbox"/> <input type="checkbox"/>
Jurisdiction	Category <input type="checkbox"/> Child Support <input type="checkbox"/> Creditor <input type="checkbox"/> Federal Tax <input type="checkbox"/> State Tax <input type="checkbox"/> Voluntary	
Vendor Number (if known)	Vendor (Payee) Address	


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The only choices that you have are Active, Inactive or Released. **Do not** choose any other category. For a new garnishment, the status is usually “Active”.



Introduction to Garnishments

		<input type="checkbox"/> New	<input type="checkbox"/> Change
Employee Name (Last, First, Middle) Doe, John		Personnel Number 111263	
Garnishment Document			
Effective Date (MM/DD/YY) 10/02/04	Case Number 01-11111	Case Status <input checked="" type="checkbox"/> Active <input type="checkbox"/> Pending <input type="checkbox"/> Inactive <input type="checkbox"/> Released <input type="checkbox"/> Rejected <input type="checkbox"/> Reactivated for Refund <input type="checkbox"/> Bankrupt	
Date of Garnishment Receipt		Date of Garnishment Release (it is always 1)	
7. Enter Jurisdiction state		8. Choose appropriate category	
Jurisdiction Arkansas	Category <input checked="" type="checkbox"/> Child Support <input type="checkbox"/> Creditor <input type="checkbox"/> Federal Tax <input type="checkbox"/> State Tax <input type="checkbox"/> Voluntary		
AASIS Vendor Number (if known)	Vendor (Payee) Address		
Originator <input type="checkbox"/> Attorney <input type="checkbox"/> Court <input type="checkbox"/> Marshall <input type="checkbox"/> Regulatory Agency <input type="checkbox"/> Sheriff	Originator Address		

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The Jurisdiction state in most cases will be Arkansas. Please refer to your legal documents.

Please specify the type of garnishment. **If the garnishment is due to bankruptcy, then you will choose Voluntary.**



Introduction to Garnishments

☐ New☐ ChangeEmployee Name (Last, First, Middle)
Doe, JohnPersonnel Number
111265**Garnishment Document**

Effective Date (MM/DD/YY) 10/02/04	Case Number 01-11111	Case Status <input checked="" type="checkbox"/> Active <input type="checkbox"/> Pending <input type="checkbox"/> Inactive <input type="checkbox"/> Released <input type="checkbox"/> Rejected <input type="checkbox"/> Reactivated for Refund <input type="checkbox"/> Bankrupt
Date of Garnishment Receipt	Date of Garnishment Release	Garnishment Priority (Child Support is always 1) <input type="checkbox"/> 1 <input type="checkbox"/> 2
Jurisdiction Arkansas	<input checked="" type="checkbox"/> Child Support <input type="checkbox"/> Creditor <input type="checkbox"/> Federal Tax <input type="checkbox"/> State Tax <input type="checkbox"/> Voluntary	
AASIS Vendor Number (if known) <input type="text"/>	Vendor (Payee) Address <input type="text"/>	
Originator <input type="checkbox"/> Attorney <input type="checkbox"/> Court <input type="checkbox"/> Marshall <input type="checkbox"/> Regulatory Agency <input type="checkbox"/> Sheriff	Originator Address <input type="text"/>	

9. Enter accurate informationAASIS Support Center, Diane Hill
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The Vendor number and Vendor Address must be filled out **before** you send this form to OPM Payroll Systems. If the vendor number is unknown, you may use transaction code PA20 and search on infotype 0195 (Garnishment Document) in AASIS.

Note: All Child Support garnishment for the State of Arkansas should use Vendor Number – B45.



Introduction to Garnishments

DISPLAY PURPOSES ONLY

Personnel No	195	Name	Ed Higg...	Status	Active
EE group	1	Regular State Em...	Personnel ar	HS22	Conway-Conway HDC
EE subgroup	U0	Hourly	SSN	123-45-6789	
Start	09/12/2004	to	12/31/9999	Chg.	10/22/2004 DMHILL02

Garnishment D: Garnishment vendor (1)

Case no.	Vendors (General)	Vendors by Country/Company Code	Vendors by Company Code
Status	Search term		
Priority	Postal Code		
Addl. Code	City		
Vendor	Name		
Name	Vendor	b*	
Street	Maximum no. of hits		
City			
Zip code			
Plaintiff			
Remittance			
Send ans.			
Service Ch			

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In the Vendor field, type B*. This will bring up all B vendors which is identified as garnishment vendors. In order to search for all garnishment vendors, you will need to make sure the 'Maximum no. of hits' field is blank.



Introduction to Garnishments

Infotype Ed

Garnishment vendor (1) 3 Entries Found

Vendors (General) Vendors by Country/Company Code Vendors by Company...

Display G

Search term: PAYR

DISPLAY PURPOSES ONLY

PostalCode	City	Name 1	Vend...
35283-0339	BIRMINGHAM	FORD MOTOR CREDIT CO	B197
72203	LITTLE ROCK	OFFICE OF CHILD SUPPORT E	B45
72215-5161	LITTLE ROCK	JOYCE BRADLEY BABIN TRUST	B119

Personnel No

EE group

EE subgroup

Start

Garnishment D

Case no.

Status

Priority

Addl. Code

Vendor

Name

Street

City

Zip code

Plaintiff

Remittance

Send answ.

Service Ch

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Sort the list to find the appropriate vendor. Always verify the name and address against your legal documents.

If a vendor for the garnishment does not exist, fill out the Vendor Maintenance - Form FI0021 located on the OPM Website and submit to the Office of State Procurement.



Introduction to Garnishments

Jurisdiction		Category	
Arkansas		<input type="checkbox"/> State Tax <input type="checkbox"/> Voluntary	
AASIS Vendor Number (if known)			
B45		Office of Child Support Enforcement; P.O. Box 8125; Little Rock, AR 72203	
Originator		Originator Address	
<input type="checkbox"/> Attorney <input checked="" type="checkbox"/> Court <input type="checkbox"/> Marshall <input type="checkbox"/> Regulatory Agency <input type="checkbox"/> Sheriff		District Court, P. O. Box 237; Little Rock, AR 72203	
Remittance Frequency		Plaintiff Name	
<input type="text"/>		<input type="text"/>	

10. Enter accurate information

Garnishment Order

Category		
<input type="checkbox"/> Alimony Arrears..... <input type="checkbox"/> Alimony..... <input type="checkbox"/> Child Support..... <input type="checkbox"/> Court Order <input type="checkbox"/> Support Arrears <input type="checkbox"/> Voluntary		
Rule for calculating non-exempt amount	Judgement Balance/ Initial Balance	Deduction
<input type="text"/>	<input type="text"/>	<input type="text"/>
Deduction Method		
<input type="text"/>		

Enter the Originator name and address. This information should also be on your legal documents.



Introduction to Garnishments

Remittance Frequency AP Vendor Direct Dep.	Plaintiff Name Office of Child Support Enforcement
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Garnishment Order

10. Enter accurate information

<input type="checkbox"/> Alimony Arrears..... <input type="checkbox"/> Alimony..... <input type="checkbox"/> Child Support..... <input type="checkbox"/> Court Order <input type="checkbox"/> Support Arrears <input type="checkbox"/> Voluntary					
Rule for calculating non-exempt amount		Judgement Balance/ Initial Balance		Deduction	
Deduction Method					
Accrues Interest: <input type="checkbox"/> Yes <input type="checkbox"/> No		Final Payout Including Interest:			

AUTHORIZATION: I hereby certify that the above information is correct

Prepared by	Personnel Number	Date	MM/DD/YY
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The Remittance method field must contain “**AP Vendor Direct Dep.**” for **Office of Child Support Enforcement (Vendor #B45) garnishments ONLY.**

For all other garnishments, you should enter “AP Vendor with Q Warrant. If this is not entered, the garnishment will be withheld from the employee’s check but will not pay the vendor.



Introduction to Garnishments

Garnishment Order

11. Enter appropriate category

Category		
<input type="checkbox"/> Alimony Arrears	<input type="checkbox"/> Alimony	<input checked="" type="checkbox"/> Child Support
<input type="checkbox"/> Court Order	<input type="checkbox"/> Support Arrears	<input type="checkbox"/> Voluntary
Rule for calculating non-exempt amount	Judgement Balance/ Initial Balance	Deduction
<input type="text"/>	<input type="text"/>	<input type="text"/>
Deduction Method		
<input type="text"/>		
Accrues Interest: <input type="checkbox"/> Yes <input type="checkbox"/> No	Final Payout Including Interest:	
<input type="text"/>	<input type="text"/>	

12. Enter Initial Balance (if applicable)

AUTHORIZATION: I hereby certify that the above information is correct

Prepared by	Personnel Number	Date
<input type="text"/>	<input type="text"/>	<input type="text"/>

Comments: _____

Under the Garnishment Order Section, you must choose a category.

If the garnishment has an initial balance, you must enter that amount. This will be the total amount of the garnishment. Not all garnishments have an initial balance such as child support.



Introduction to Garnishments

Garnishment Order

Category		
<input type="checkbox"/> Alimony Arrears	<input type="checkbox"/> Alimony	<input checked="" type="checkbox"/> Child Support
<input type="checkbox"/> Court Order	<input type="checkbox"/> Support Arrears	<input type="checkbox"/> Voluntary
Rule for calculating non-exempt amount	Judgement Balance/ Initial Balance	Deduction \$100.00
Deduction Method		
Accrues Interest: <input type="checkbox"/> Yes <input type="checkbox"/> No Final Payout Including Interest:		
14. Fill in required information		
AUTHORIZATION: I hereby certify that the above information is correct		
Prepared by	Personnel Number	Date MM/DD/YY
Mrs. State Employee	00000	09/16/04
Comments:		

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Enter the amount of the deduction. The employee will have this amount deducted from every pay period.

Verify once again that all information is complete and accurate. Once verification is made send to OPM Payroll Systems.

Note: If the garnishment has been satisfied (Paid out) and interest has accrued, you must process a new Establish/Change Garnishment Order form and send it to OPM Payroll Systems.

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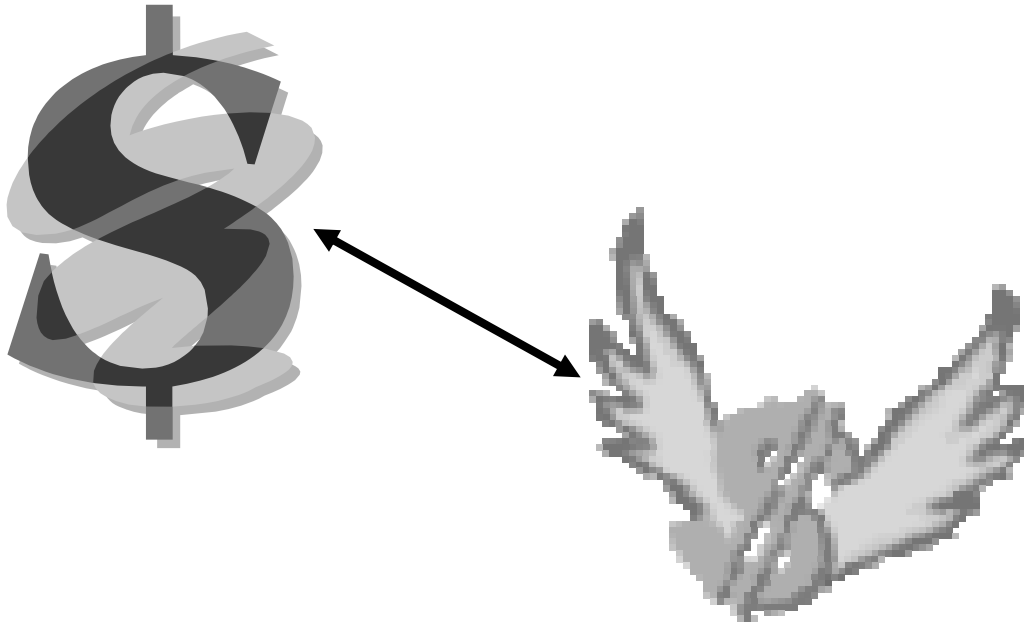


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When an employee transfers to another AASIS participating agency and the garnishment has not been paid in full, send a copy of the Garnishment Order to the receiving agency to avoid an interruption in the deduction for the garnishment.

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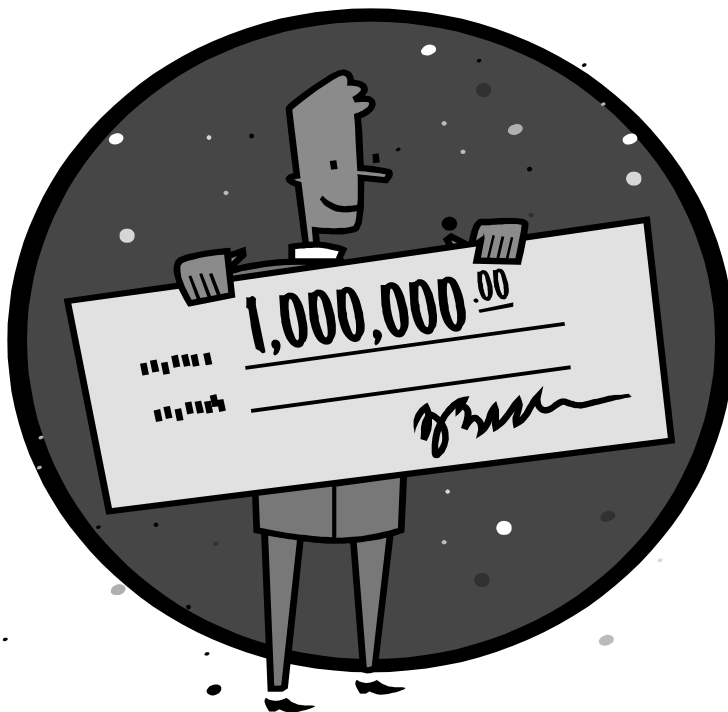


If a garnishment warrant is lost, the agency must verify with the Office of State Treasurer to ensure that the warrant has not been cashed. If not cashed, fill out the proper paperwork for a lost warrant. If it has been cashed, request a copy of the warrant (front & back) through the Treasurer's Office. Note: DFA – OPM will void/cancel ALL payroll warrants.

If an employee needs a refund and you have the warrant in hand, OPM will process the cancellation of the warrant and the employee will receive a refund through the payroll process. If the vendor has deposited the money, the vendor can pay the employee



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(continued)

or the vendor can send a refund check to the State of Arkansas to be deposited into the payroll processing fund. OPM will then process the refund to the employee. If a vendor refunds the employee, ASC suggests that documentation be maintained for auditing purposes and to maintain history.

If monies need to be redirected to a different fund or refunded, the monies first have to be re-deposited into the payroll paying fund before being expended again.